



Republic of Serbia
Belgrade, November 26, 2012

To: Prospective Offerors

Subject: Solicitation number SRB100-13-Q-0002 - for fabrication/delivery/installation of wardrobes in four Government owned properties in Belgrade.

The Embassy of the United States of America invites you to submit a quote for fabrication/delivery/installation of wardrobes in four Government owned properties in Belgrade.

If you are interested in submitting a quote on this project, read the instructions in Section 1 of the attached Request for Quote (RFQ).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit and pre-proposal conference at the site, and all prospective offerors are welcome to attend. See Section 1 of the attached Request for Quote (RFQ) for information on how to register for the site visit.

Your quote must be submitted in a sealed envelope the subject line "**Quote SRB100-13-Q-0002 Enclosed**" to the American Embassy, Kneza Milosa 50, Belgrade, on or before 12:00 noon on December 6, 2012. No proposal will be accepted after the cut-off date and time.

In order for a quotation to be considered, you must also complete and submit the following:

- SF-1449 Blocks 17a, 20, 23, 24, 30a, 30b, and 30c.
- Section 1. Pricing
- Section 3, Solicitation Provisions
- Section 5. Representations and Certifications

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The complete installation time is 15 calendar days after receipt of Notice to Proceed.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Direct any questions regarding this solicitation to Nebojsa Stosic by fax +381-11/361-5916 or email stosicn@state.gov .

Sincerely,

A handwritten signature in dark ink, appearing to read "Elizabeth Koniek", written in a cursive style.

Elizabeth Koniek
Contracting Officer

Enclosure: SRB100-13-Q-0002